

PROJECT DESCRIPTION

DATE: March 5, 2020

I. PROJECT IDENTIFICATION

A. PROJECT TITLE: Janitorial Services – Option Year 4

B. BUILDING: DC702ZZ

C. LOCATION: Ronald Reagan National Airport

II. BACKGROUND:

The Lessor, Metropolitan Washington Airport Authority (MWAA), does not provide janitorial services as part of the lease. The Transportation Security Administration (TSA), GSA's tenant at Reagan National Airport, is required to obtain their own janitorial services.

III. SCOPE OF WORK:

- Contractor shall provide management, on-site supervision, subcontractors, labor, materials, supplies, and equipment. Contractor shall plan, schedule, coordinate and ensure effective completion of all services. Contractor shall provide a list of key employees of who will be performing the work to include the supervisor as well as the supervisor's phone number. The Contractor shall provide the work schedule and daily checklists of cleaning in the breakrooms, administrative offices, and Hangar 6. Contractor shall provide an English speaking person at all times.
- Contractor shall be responsible for obtaining badges and ensuring that each of their employees meet TSA and MWAA's security requirements. Security requirements are available at www.mwaa.com at the below URL:
<http://www.mwaa.com/reagan/1233.htm>.
- Contractor shall determine when spot cleaning is necessary unless specifically asked by the designated TSA point of contact. In instances where TSA personnel have asked that cleaning not be performed during a certain time, the Contractor should note the area on the supervisor checklist as to why they couldn't access an area and inform the TSA point of contact directly at the moment they can't gain access). In instances where the Contractor cannot gain access to perform services, they should log the location, time, date, and name of the person who did not want cleaning services performed and make the information available upon TSA request.

- Contractor shall provide cleaning services in the body of this document for TSA leased space at Reagan National Airport between the hours of:
 - 7:00 am – 9:00 pm Monday through Friday
 - 9:00 am – 9:00 pm Saturday – Sunday

The period of performance is for:

- **Option Year 4 June 1, 2020 – May 31, 2021**

The work to be performed is as follows that require cleaning:

- Office / Administrative (Terminal A, B, C)
 - Daily
Empty trash containers, recyclables, and replace liners; clean and damp mop VCT; spot clean and treat carpet spots, wipe down and dust all horizontal spaces
 - Weekly
Detail vacuum carpets; spray buff floors; clean storage areas; spot clean wall to 6 feet high; dust and clean TVs.
 - Quarterly
Wash interior windows; shampoo all carpets using an extractor
 - Bi-Annually
Strip and apply four coats of floor finish to VCT; wash blinds
 - As Necessary
Strip clean soiled and / or stained carpet and walls
- Breakrooms (Terminal A, B, C, which includes North Pier, South Pier, Center Pier, Terminal A)
 - 3x Daily
Empty trash containers, recyclables, and replace liners; sweep and mop floor in kitchen spaces; wipe down countertops; clean and damp mop VCT floor; trash pick up times to be scheduled with the TSA designated point of contact.
 - Daily
Spot vacuum carpets; treat carpet spots; wipe down and dust all horizontal spaces; clean sinks
 - Weekends
Every other Saturday or Sunday, perform the buffing schedule in the breakrooms

- Training Facilities (Hangar 6)
 - 3x Daily
Empty trash containers, recyclables, and replace liners in the training center and the restrooms; sweep and mop floors in the kitchen spaces, wipe down countertops; clean and damp mop VCT floor. In the restroom, disinfect and clean sinks, countertops and fixtures, toilets, partitions, floors, walls, consumable dispenser, flush floor drain with 1 gallon of water, and restock paper supplies; trash pick up times to be scheduled with the TSA designated point of contact.
 - Daily
Spot vacuum carpets; treat carpet spots; wipe down and dust all horizontal spaces; clean sinks, wipe down drinking fountains.

(b) (6)

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Signature

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